

From: Mark D Willis/AC/VCU [mdwillis@vcu.edu]
Sent: Friday, April 23, 2004 5:01 PM
To: Williams, George; Ziomek, Dan; Marchand, Judy; Martin, JoJo
Cc: James C Thomas/AC/VCU; Richard S John/AC/VCU
Subject: Re: Follow Up to Education Oversight Committee

As promised, here is a revised project proposal and supporting documentation. We have made a number of changes:

- Added overlapping O&M costs to the project costs. This will make the numbers and analysis consistent with the project charter and the project figures that have been approved by VCU executive management.
- Summarized the Cost Benefit and ROI analysis on the project proposal and provided details in Attachment A. We have provided more detail, recalculated and provided supporting information for the figures.
- Added supporting documentation for the business process improvements expected (Attachment B) and VCU's experience with major projects (the State's IV&V report on our \$8.4 million Y2K project).

Here are additional comments on each of the yellow and red areas on the "scorecard":

Item # 1: See Attachment A for additional details and substantiation of the figures and calculations.

Item # 8: See Attachment A for additional details and substantiation of the figures and calculations. See Attachment B for key administrative tasks where improvements are anticipated.

Item # 9: The SCT Banner supports State (SCHEV, eVA, CARS, DHRM, APA, etc.) and Federal (financial aid, direct lending, SEVIS, 1099, IRS, etc.) reporting, process and regulatory requirements.

Item # 11: VCU has not had any major (\$1 million +) projects since the inception of the dashboard two years ago. We have had numerous successful projects in the \$100K - \$999K range. Perhaps the most recent project that demonstrates VCU's ability to manage a project of this scope was our \$8.4 million Y2K effort. I have attached the State's final IV&V report of our project. Please note the Key Positives section which parallel the critical success factors for our Banner project.

Item # 12: See Attachment A for additional details and substantiation of the figures and calculations.

Item # 15: Our project manager will be taking the second portion of the certification exam next week. He passed the first section on April 15.

Item #17: See Attachment A for additional details and substantiation of the figures and calculations.

Item #19: I'm not sure that this criteria is applicable. However, we do have two non-E&G sources from this project: federal indirect cost recoveries and auxiliary enterprises. In addition, a major portion of the E&G share is from non-general fund sources (e.g., tuition and fees). Only a small portion of the total project costs are from general funds.

Item #20: This criteria is not really applicable to this project. We could identify some indirect impacts on economic development (e.g., this system supports all university activities that have a significant economic impact in the Richmond area) if that would be useful.

Let me know if you have any questions about this material.

Mark